

GRANT APPLICATION GUIDELINES

ISSUED TO:	Local School Divisions
TITLE OF PROJECT:	Comprehensive School Reform (CSR) Program
ISSUING AGENCY:	Commonwealth of Virginia Department of Education P. O. Box 2120 Richmond, Virginia 23218-2120
SOURCE OF FUNDING:	Public Law 107-110, <i>No Child Left Behind Act of 2001</i>
COMPETITIVE GRANT:	\$82,000 per school
SUBMISSION DEADLINE:	<u>Friday, March 12, 2004, 4:00 p.m.</u>
CONTACT PERSON:	Dr. Robert Bourdeaux, Title I Specialist, Office of Program Administration and Accountability, (804) 225-2904
DELIVERY BY U.S. POSTAL SERVICE: <i>(Indicate on package: CSR Grant Application)</i>	Dr. Robert Bourdeaux, Title I Specialist Office of Program Administration and Accountability Virginia Department of Education P. O. Box 2120 Richmond, Virginia 23218-2120
OVERNIGHT CARRIER OR HAND DELIVERED: <i>(Indicate on package: CSR Grant Application)</i>	Dr. Robert Bourdeaux, Title I Specialist Office of Program Administration and Accountability Virginia Department of Education 101 North 14th Street, 23rd floor Richmond, Virginia 23219
NUMBER OF COPIES:	One original and six (6) copies, per each school applicant
COPYING GUIDELINES:	<p><u>The original copy of grant application:</u></p> <ol style="list-style-type: none">1. The original must contain original signatures of the school division superintendent and must be stamped "Original Copy" on the cover page.2. Pages within the application should be presented on 8-1/2" by 11" paper.3. Pages should be typed on the front side only and numbered. The application can be completed online using a 12 point font.4. Adhere to the page number limits stipulated for the narrative part of the application.5. All word-processed pages, also using a 12 point font, must be double-spaced, and of letter quality.6. A binder clip should be used. Please do not staple or insert the original in a notebook or folder. <p><u>The six (6) copies of the application:</u></p> <ol style="list-style-type: none">1. Each copy should have a binder clip.2. The cover of each copy should be stamped "Copy." Do <u>not</u> staple.